# Memorandum

To:

Honorable Mayor and City Council Members

From:

Thomas M. Moton, Jr., Interim City Manager

Date:

August 1, 2012

Subject:

Update on Surplus Rear Loader Refuse Trucks

In the July 25, 2012, notes to council packet, you received a memo from Interim Public Works Director Scott Godefroy, advising you of staff's efforts to liquidate the rear loader refuse trucks. Included in that memo was the description of a plan to present to City Council at the August 6, 2012, City Council meeting an agenda item requesting that City Council authorize surplusing the two units and to sell them at a minimum bid of \$125,000 for each truck.

Since July 25, 2012, staff has entered into preliminary discussions with two units of local government about their interests in purchasing both trucks. Consequently, there will be no item on the August 6 City Council agenda. If an agreement can be negotiated for either of the local governmental units to purchase the trucks, staff will present to City Council at a future City Council meeting, a request to dispose of the vehicles through private sale as permitted through state statutes.

Contact me if you have any questions about this memo.

Respectfully submitted,

Thomas M. Moton, Jr.

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cc:

Dave Holec, City Attorney Carol Barwick, City Clerk

Scott Godefroy, Interim Public Works Director

# Memorandum

To:

Honorable Mayor and City Council Members

From:

Thomas M. Moton, Jr., Interim City Manager

Date:

August 1, 2012

Subject:

Billing of Stormwater Utility Fees

This memo is in response to Council Member Joyner's request at the June 14, 2012, City Council meeting, for information about the City's process of billing and collecting money for stormwater fees on vacant properties. The stormwater fee program began in 2003, as a system to bill active GUC account holders for stormwater utility fees. Shortly thereafter, it came to staff's attention that there were a number of vacant properties (non-active GUC accounts) that were not being billed for stormwater utility fees.

Unlike use or consumption of electricity, natural gas, or water, the stormwater utility system is based on a principle that every property owner of improved property be charged for the amount of water that is displaced as a result of impervious surfaces. Therefore, even vacant buildings are subject to the stormwater utility system fees and payment thereof. The City has had in place for a number of years a process of identifying vacant properties, billing the leaseholder or owner of record, and attempting to collect outstanding stormwater fees.

Attached are copies of two memos, the first one dated August 18, 2010, and it provides the City's policy on stormwater only accounts (vacant properties). The second memo is dated July 13, 2011, and it provides an explanation of the City's delinquent stormwater debt collection process. Members of the City Attorney's Office, City Manager's Office, Financial Services Department and Public Works Department met on July 31, 2012, to discuss this matter and the limited resources available to the City to compel delinquent account holders responsible for the payment of stormwater fees (and other outstanding city service fees). City Attorney Holec is researching what options may be available through existing state statues or vis-à-vis new local legislative authority.

If you have any questions about this memo, contact me.

Respectfully submitted,

Thomas M. Moton, Jr.

Attachments

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cc:

Dave Holec, City Attorney Carol Barwick, City Clerk

Chris Padgett, Interim Assistant City Manager Scott Godefroy, Interim Public Works Director

Lisa Kirby, PE, Civil Engineer III

Kimberly Branch, Senior Financial Services Manager

# **Attachment 1**

## **MEMORANDUM**

TO:

Wayne Bowers, City Manager

FROM:

Wesley B. Anderson, Director of Public Works

DATE:

August 18, 2010

SUBJECT:

Policy on Stormwater Only Accounts (Vacant Properties)

City Council, at its August 12, 2010, meeting requested information on how properties with no active Greenville Utility (GUC) service are billed the stormwater utility fee.

The City can start a stormwater only account, billed by GUC, when a developed property within the Greenville City Limit does not have GUC utility service. The system for stormwater only accounts is a manual system. The property must be brought to the attention of GUC or Public Works. GUC initiates a limited number of stormwater only accounts. For all other situations, Public Works analyzes the circumstances to determine if a stormwater only account should be initiated. These values include expected length of vacancy of the property, value of the fee, and the likelihood the fee will be collected. If it is determined that a stormwater only account will be established, a letter is sent to the property owner informing them of the City's decision. A copy of this letter is furnished to GUC Customer Service to establish a stormwater only account (see Attachment A).

Although there is a billing method for stormwater only accounts, lack of City resources (including, but not limited to, staff and technology) creates challenges with making the process effective.

- Properties that have extended vacancies are apt to change ownership. The City bases the stormwater only account on property ownership determined via tax records. If a property is sold and we are unaware of it, there is a chance of billing the incorrect property owner.
- Most multi-unit complexes (commercial and residential) have their stormwater utility fee distributed among their tenants. Since there is a large turnover for residential properties, especially apartment complexes, residential properties are rarely assigned a stormwater only account.
- Stormwater only accounts rarely pay their bills. Since there is no power or other utility that may be turned off, the stormwater utility fee often goes unpaid. GUC currently forwards delinquent accounts to the City Financial Services Collections Division after unpaid amount exceeds \$50.00.
- Based on a report provided by GUC, 76% of our stormwater only accounts go uncollected. Typically, an account must be closed before it will be forwarded for collection. Since stormwater is a reoccurring fee, these accounts are not closed unless the impervious area has been demolished.

Based on the relatively small amount of revenue generated by stormwater only accounts and the considerable demand on City resources to administer these accounts, staff feels this is the most appropriate process at the current time. If you have any questions regarding the information presented in this memo, please contact me at 329-4522.

# Attachment

cc: Lisa

Lisa Ann Kirby, PE, Civil Engineer II Colleen Sicley, Accounting Technician I

## ATTACHMENT A

July 30, 2012

«Name» «Address» «City», «State» «Zip»

Re: Stormwater Utility Fee «Service\_Address» Parcel Identification Number(s) «PIN»

# Dear Property Owner:

In July 2003, the Stormwater Utility Fee was approved and implemented to fund the City of Greenville's Stormwater Management Program. The goal of the program is to meet new state and federal environmental mandates, improve our stormwater system, minimize impact of stormwater runoff on our community, and protect the quality of our streams and rivers.

In accordance with the City's ordinance establishing the Stormwater Utility, the property owner is responsible for the stormwater fee. The monthly stormwater fee is \$2.85 for every 2,000 square feet of hard surfaces (driveways, sidewalks, and house/garage footprints). The City utilized aerial photography and performed field evaluations to determine the amount of hard surface per property. This fee began appearing on Greenville Utility Commission (GUC) billing statements July 1, 2003.

Pitt County tax records identify you as the property owner of «Service\_Address». Currently, GUC has no record of a utility account at this location. Since GUC is responsible for the collection of stormwater fees, the above information has been forwarded and an account will be established in your name. A bill in the amount of \$00.00 will be issued monthly. This amount reflects 000,000 square feet of impervious area on your property.

If there are any discrepancies in the ownership of this property, please contact our office at (252) 329-4688.

Sincerely,

Lisa Ann Kirby, P.E. Civil Engineer II, Stormwater Section

cc: Assistant Customer Service Supervisor, GUC

# Attachment 2

## **MEMORANDUM**

TO:

Wayne Bowers, City Manager

FROM:

Wesley B. Anderson, PE, Director of Public Works

DATE:

July 13, 2011

SUBJECT:

Debt Collection on Delinquent Stormwater Only Accounts

The City's stormwater utility fees are tied to GUC's electric service. The City, in coordination with GUC, creates stormwater only accounts when the power is turned off but the impervious structure remains. These impervious structures include but are not limited to parking lots and vacant structures.

Greenville Utilities (GUC) recently identified that there are stormwater only accounts that are delinquent. GUC is unable to manage the collect of the stormwater only accounts as their system only allows them to collect on closed accounts. A stormwater only account remains open and continues to be billed as long as there is impervious structure on the parcel.

The Public Works Department, effective July 1, 2011, has begun sending delinquent stormwater only account balances to a private collection agency, St. John Cobb, Inc. The collection agency has an existing contract with the City for managing the City's other debt collections.

Public Works, when a stormwater only account balance reaches \$50.00, will send the bill to the collection agency in its next collection list. The firm's contingency fee is 25% of all monies they recover. Public Works to date has sent twenty accounts totaling \$5983.93 to St. John Cobb, Inc for collection. Public Works will send an updated collection list quarterly to the collection agent.

cc: Lisa Ann Kirby, PE, Senior Engineer



# **COLLECTION REFERRAL FORM**

St John Cobb 704-896-0046 704-896-0047 (fax) bcobb@stjohncobb.com

* DEBTOR NAME:	
* ADDRESS:	
* HOME PHONE:	WORK PHONE:
* SOCIAL SECURITY #	DATE OF BIRTH:
* ACCOUNT #	DATE OF SERVICE:
* DATE OF LAST PAYMENT:	AMOUNT PAID:
* BALANCE DUE: \$	
* PLEASE SPECIFY IF THE DEBT RESPONSIBLE PARTIES NAME	OR IS A MINOR, AND IF SO, PROVIDE THE AND CONTACT INFORMATION.
PLEASE INFORM US OF ANY ADDI THAT YOU FEEL WOULD BE OF AS	TIONAL INFORMATION YOU MAY HAVE SISTANCE IN COLLECTING THIS DEBT.

THANK YOU FOR YOUR BUSINESS



# City of Greenville City Clerk's Office

# **MEMORANDUM**

TO:

Mayor Thomas & Members of the City Council

FROM:

Carol L. Barwick, City Clerk

SUBJECT:

**InterCity Visit Invitation** 

DATE:

August 1, 2012

Chamber of Commerce President Susanne Sartelle asked that I share some information with you about a September trip they are coordinating for community leaders. Her email is on the reverse side of this page.

Please let me know if you would like to attend, and if so, whether you prefer Option A or Option B.

# **Carol Barwick**

From:

Susanne Sartelle [Susanne@greenvillenc.org]

Sent:

Friday, July 27, 2012 11:20 AM

To:

Carol Barwick

Subject:

InterCity visit invitation

Attachments:

Greenville SC Tentative Schedule.doc

Carol – would you please share with City Council Members? Thank you, Susanne

# City Council Members,

This is a special invitation to you as an important community leader to participate in the upcoming InterCity Visit to Greenville, S.C., September 5 - 8, coordinated by the Greenville-Pitt County Chamber of Commerce.

The purpose of this visit is to take a delegation of leaders from our community for an intensive learning experience. We will engage in dialogue with our counterparts in Greenville and the nearby city of Greer, both in Greenville County. We will see first-hand some of their successes in economic and community development. A descriptive agenda is enclosed for your review.

It is important to note that, with a limited amount of space, this cannot be an "open to the public" trip. It is critical that our delegation be composed of business, community, education and government leaders and decision makers like you.

The trip will include two options.

**Option A** will include returning home to Greenville, NC, on Friday evening. The cost will be \$725 per person. This will cover all costs including transportation, meals, meeting spaces and materials except for one dutchtreat lunch and any personal bar expenses associated with restaurant meals.

**Option B** will include additional activities in Greer on Friday evening and a stop in Columbia, SC, on Saturday for the ECU vs. USC football game. The cost of this option will be \$900.

Please let us know as soon as possible if you would like to attend and whether you choose Option A or Option B. Space is limited and we expect to fill the bus. Email <a href="mailto:scott@greenvillenc.org">scott@greenvillenc.org</a> or <a href="mailto:susanne@greenvillenc.org">susanne@greenvillenc.org</a> or call either of us at 752-4101 (Scott, ext. 226; Susanne, ext. 222).

We look forward to a very productive and fun learning experience in the "other" Greenville.

Sincerely,

Susanne

## **MEMORANDUM**

To:

Thomas M. Moton, Interim City Manager

From:

Scott P. M. Godefroy, P.E., Interim Director of Public Works

Date:

July 31, 2012

Subject:

Monthly Non-Residential Minimum Structure Program Update for July 2012

Lorde Graf

The following is the monthly update on the status of Non-Residential Minimum Structure program:

# Structures with owners in the process of correcting the violations:

1901 Chestnut St.

Inspections Division and the City Attorney continue to monitor the

owner's progress. Work continues on roof sections.

# **Structures with enforcement action:**

917 W. 5<sup>th</sup> St. -

Council action approved, Ordinance adopted. Owner has secured

structure. Owner will now begin to repair structure.

100 Pollard St.-

Ownership attorney has sent our office written updates on working to clear liens from property in an effort to sell / demolish. There is a prospective buyer who plans to demolish the structure. Our office will work with the owner and attorney a bit longer.

# Structures on hold (all are the same as last month)

715 Atlantic Ave. -

Enforcement plan is being developed. Possible use of Brownfield funds in

cleaning up site and resolving the issues.

110 W. 5<sup>th</sup> St. -

Awaiting plan of action from City in conjunction with the

Redevelopment Commission.

Recreation and Parks Maintenance Facility- After an inspection was requested by City Council,

several issues were noted. A memo was provided to inform staff of the violations and the need for corrections and assessments to be made. Our

office is awaiting an action plan from Recreation and Parks.

1711 Chestnut St. - Old Fire Department Training Tower, structural issues and offset section

of bricks near the top of the tower. Our office is awaiting an action plan from Recreation and Parks, and has suggested security fencing around

structure.

Attached is the current spreadsheet that Public Works uses to track non-residential minimum structure cases. If you have any questions regarding this matter, please contact me.

Attachment: (nonresidential spreadsheet)

cc: Les Everett, Chief Building Inspector

# Nonresidential Spreadsheet

Repair	9/1/2009	issued	conducted	issued	Dean Burbage		1600 N. Greene St
Result of non-co	Deadline	Order to correct	Hearing	Hearing Letter	Inspector	Owner	Address
							As of July 23,2012

Title search submittal			Sales and the sa			John Hall		1009 Dickinson Ave.
	Awaiting action plan from P&R	hold	hold	hold	Served memo	Les Everett	City of Greenville	1711 Chestnut St.
	Awaiting action plan from P&R	hold	hold	hold	Served memo	Les Everett	City of Greenville	R/P Maintenance Facility
Deadline has occurred, however with the attorney involved allowing a little more time while preparing for council	Ownership Attorney is settling lien issues on property for clean title and to have demolished	5/30/2012	4/30/2012	conducted	issued	Tim Fulford	Donald and Deborah Bonham	100 Pollard St.
Developing City Enforcement plan	City working with owner for use of Brownfield funds	hold				Les Everett	Earl C. Wilson	715 Atlantic Ave.
Taking steps to secure and close	Ordinance approved	3/9/2012	issued	1/4/2012	issued	John Hall	Phillip Higgs, Jr.	917 W. 5th St.
minor repairs designed	Awaiting action from City	hold				Mike Weldin	Redevelopment Commission of Greenville	110 W. 5th St.
Continue to monitor with City Attorney	New section of roof started	hold	issued	conducted	issued	Les Everett	Jesus Gonzales	1901 Chestnut St.
Complete	Repaired	5/11/2012	3/26/2012	conducted	issued	John Hall	Charles A. Lawrence, Mary B. Atkeson	919 Dickinson Ave.
Complete	Repaired	5/11/2012	3/26/2012	conducted	issued	John Hall	Jane Long Joyner	703 Dickinson Ave.

# Police Community Relations Committee Annual Report: September 2011 – August 2012

The Police Community Relations Committee (PCRC) was faced with a brief period of restructuring and rebuilding in the past year. In October 2011 the Chair, Vice-Chair, and District One Representative each had their terms expire after four years of dedicated service. New personnel were selected to fill the vacant positions.

Despite this rebuilding, the PCRC effectively served as a liaison between the community and the Greenville Police Department. The PCRC hosted monthly community meetings that were educational, and that solicited community involvement and input into the police department. All of the meetings were most informative and the personnel from the police department were knowledgeable and professional.

# **Summary of Monthly Meetings:**

September 14, 2011: Mendenhall Student Center: (Voting District 3)

This was a joint PCRC & town hall meeting for Rep. Blackburn. Topics of discussion included: safety, crime prevention, city sanitation regulations, and expectations of college student conduct on and off campus.

October 11, 2011: Koinonia Christian Church: (Voting District 2)

Topics included: Criminal Investigations and Code Enforcement. There was general discussion about Frontgate Drive and Kristen Drive neighborhood safety.

**December 14, 2011: Police Department Conference Room:** 

This was an annual planning session to discuss upcoming calendar year discussions and meetings. It was decided to focus and hold PCRC meetings in the voting districts with the objective of gaining greater citizen participation.

January 19, 2012: City Hall: (Voting District 1)

This was a joint meeting between PCRC and Neighborhood Advisory Board (NAB) to introduce and promote a Neighborhood Watch Initiative. A neighborhood watch brochure, "Speak Up – Stop Crime," was introduced and made available to all in attendance.

March 14, 2012: Church of Jesus Christ of Latter Day Saints: (Voting Districts 4 & 5)

Interim Chief Bartlett presented the 2011 Chief's report. Topics of discussion included Criminal Investigation of homicide.

April 11, 2012: Jaycee Park Auditorium: (Voting District 3)

Topic of Discussion was I.D. Theft

May 9, 2012: Eppes Recreation Center: (Voting District 1)

Crime prevention was the main topic. PAL coordinator Ms. Meghan Butler provided an overview of the PAL program. Recreation & Parks personnel gave a summary of available recreation facilities and programs.

June 19, 2012: American Legion Building on Chestnut Street: (Voting District 2)

PCRC decided to redirect its focus more on crime prevention and neighborhood watch recruitment, and this meeting was the first under that objective, with a focus on the Higgs Neighborhood Community Watch. Residents voiced concerns about trespassing, unsupervised youth, code enforcement, loitering on street corners, and the City curfew law. Based on the amount of citizen input at this meeting, it was decided that future meetings will follow this format. Tar River University Neighborhood Association (TRUNA) is scheduled for the next meeting in September 2012.

# **PCRC Members**

Richard Crisp, Chair
Dennis Winstead, Vice-Chair
Shawan Sutton
Pat Pertalion
Wayne Whipple
Tom McCullough

# **City Council Liaison**

Mrs. Rose Glover

# **Staff Liaisons:**

Joe Bartlett
Mr. Bill Little
Lieutenant Carlton Williams
Sergeant Joe Friday
Officer Les Jackson

# **Crime Prevention**

Crime Prevention is not just a police department program but it is everyone's program. It takes each of us to partner together to protect our homes, our property, and our families.

Strive to do **your** part in **your** community. Partner with **your** Police Department and...



Greenville Police Tip Line **252-329-4949** 



# Greenville Police Department

Crime Prevention Unit 252-329-4355 or 252-329-4158

500 S. Greene Street
Greenville, North Carolina 27834
Phone: 252-329-4300
Or 252-329-EYES (3739)
www.greenvillenc.gov



# Greenville Police Department



# Stop Grime

Greenville Police Tip Line **252-329-4949** 

# Speak Up...Stop Crime!



# A MEMBER OF AN ACTIVE NEIGHBORHOOD WATCH?

a team to win a game. We need to form a team are you on, theirs or ours? be proactive and help stop crime. Whose victims? Don't just complain about crime your family members or friends to be the crimes will go on and on. Do you wan information and you do not tell our police given out. Just remember, if you have to. If you do give your name, it will not be police will take it from there. You don't police and give the information. Our have knowledge of a crime. Just call our everyone to speak up when they see or Community Policing is all about. We need back the crime in Greenville. This is what Police Department officers so we can cut team of our 84,000 residents plus our neighborhood and improve safety. It takes your neighbors take ownership of your Neighborhood Watch will help you and have to give your name if you don't want

# What is Neighborhood Watch?

neighborhood. You will get to know your will support you. The police will give you your Area Supervisor. team of Neighborhood Patrol Officers and updates on crime and scams that affect you them. You support your neighbors and they need to have meetings unless you wan each street or block if possible. You do no police, plus you need to get a member on chairman to be the contact for the you need is a chairman or two coand alert our police. It's that easy! All that seems wrong, they follow through drive through it. If they see something of the neighborhood as they walk or their street and are observant of the resi concerned residents that keep an eye on Neighborhood Watch is a group of

For more information on starting a Neighborhood Watch in your community, Contact the Greenville Police Department Crime Prevention Unit at (252) 329-4355 or (252) 329-4158.

# What everyone needs to do:

- Always call our police if you see, suspect or have information about a crime. Call our new tip line at 252-329-4949.
- 2. Step up security around your house or apartment. Secure all windows and always keep your doors locked. No large screen televisions should be visible from outside. Do not open your door unless you know the person. Use a dead bolt on your doors. Any person who comes to your door to sell something must have a Greenville Police Peddler's Permit with them. The permit has the salesperson's picture and is signed by the Chief of Police.
- Always totally empty your car.
  Keep your car locked at all
  times. Never leave purses,
  GPS's, laptops, credit cards,
  money or anything of value in
  your car.
- 4. Be proactive and use good common sense for safety while you are out and about in town.





# **News Release**City of Greenville, NC

DATE: July 30, 2012

SUBJECT: Greenville & Partners Selected For Economic Development

Program

CONTACT: Carl Rees, 329-4510

The United States Department of Agriculture Rural Development, in conjunction with North Carolina Cooperative Extension, Southern Rural Development Center and other state and local partners, have selected a partnership including the City of Greenville, Pitt County, Greene County and Wilson County, to be included in a program called "Stronger Economies Together" (SET).

SET is a program designed to help regional teams develop new approaches to strengthen and enhance regional economic development activities. This is an opportunity for current or newly formed multi-county teams to receive the latest tools, training, and technical assistance to help their region move forward and take advantage of positive growth and quality of life opportunities.

City of Greenville Economic Development Officer Carl Rees says the City's inclusion in the SET program will pay immediate dividends with a large contingent of City staff and Board and Commission members having an opportunity to receive intensive economic development training. "Our recently adopted Strategic Economic Plan calls for every City employee to be an economic developer," said Rees, "so inclusion in the SET program will allow us to push out economic development training across City departments that aren't typically involved directly in economic development activities."

Program participants will receive: 1) valuable intensive strategic planning training for their regional team, including a program designed to help regional teams develop new approaches to strengthen and enhance regional economic development activities; 2) database tools specifically designed to help the regional teams examine the critical drivers of their region and identify emerging growth sectors and regional competitive advantages; 3) technical assistance and educational support from the Southern Rural Development Center, Rural Development staff, and North Carolina Cooperative Extension staff; and 4) other educational and information-sharing opportunities with other SET program participants around the country.

For more information regarding the City of Greenville's economic development initiatives, contact Carl Rees at (252) 329-4510. If you have specific questions regarding SET, contact Brian Queen at (919) 873-2072 or email: brian.queen@nc.usda.gov.

### COG ###

Telephone: (252) 329-4131

shawley@greenvillenc.gov

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